

Guide to Using DPOR's SFTP Server

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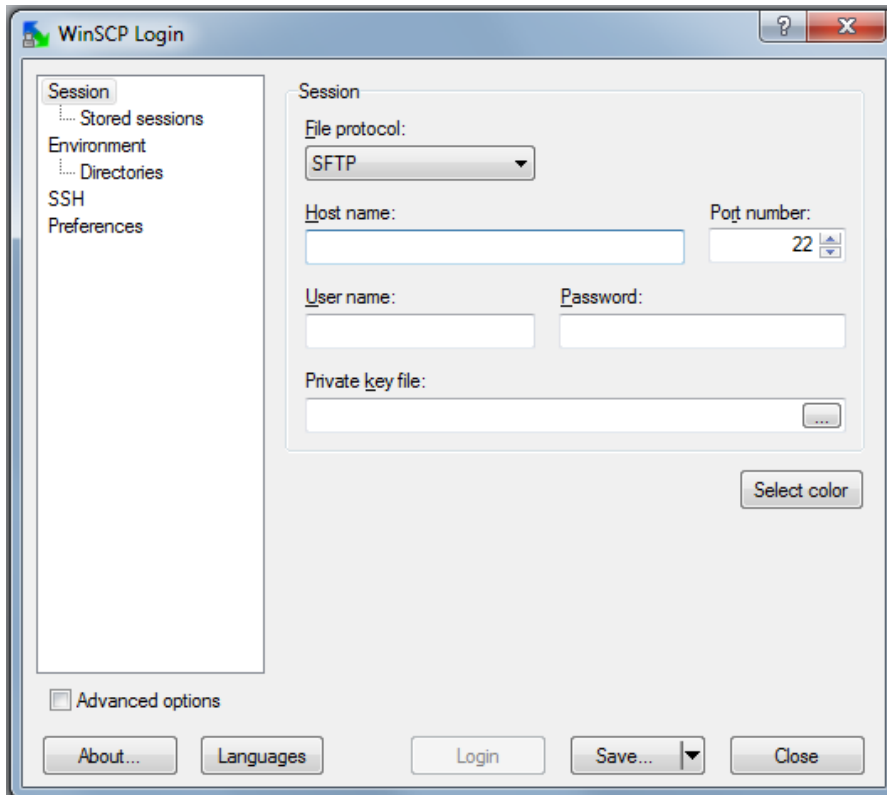
Installation Instructions

FTP software that supports SFTP is recommended, and the installation for WinSCP has been provided for your convenience.

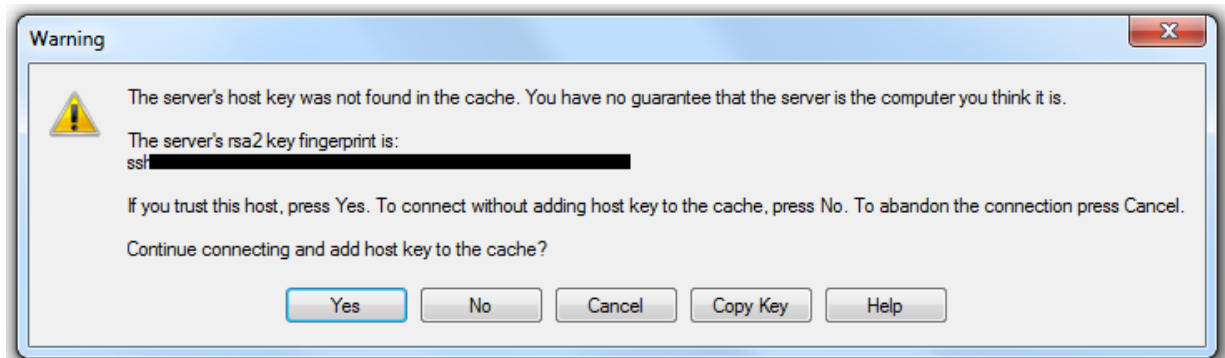
1. To install WinSCP for Windows, [click here](#) to start the download and proceed with default settings.
2. You may also download other versions suitable to your operating system from <http://winscp.net>.

Connecting to the DPOR SFTP Server

3. After installation, configure a new session in WinSCP.
4. Enter the IP address provided to you for DPOR's SFTP server in the "Host name" field.
5. Enter the Username and Password provided to you by DPOR in the "User name" and "Password" fields.
6. Click **Login**.



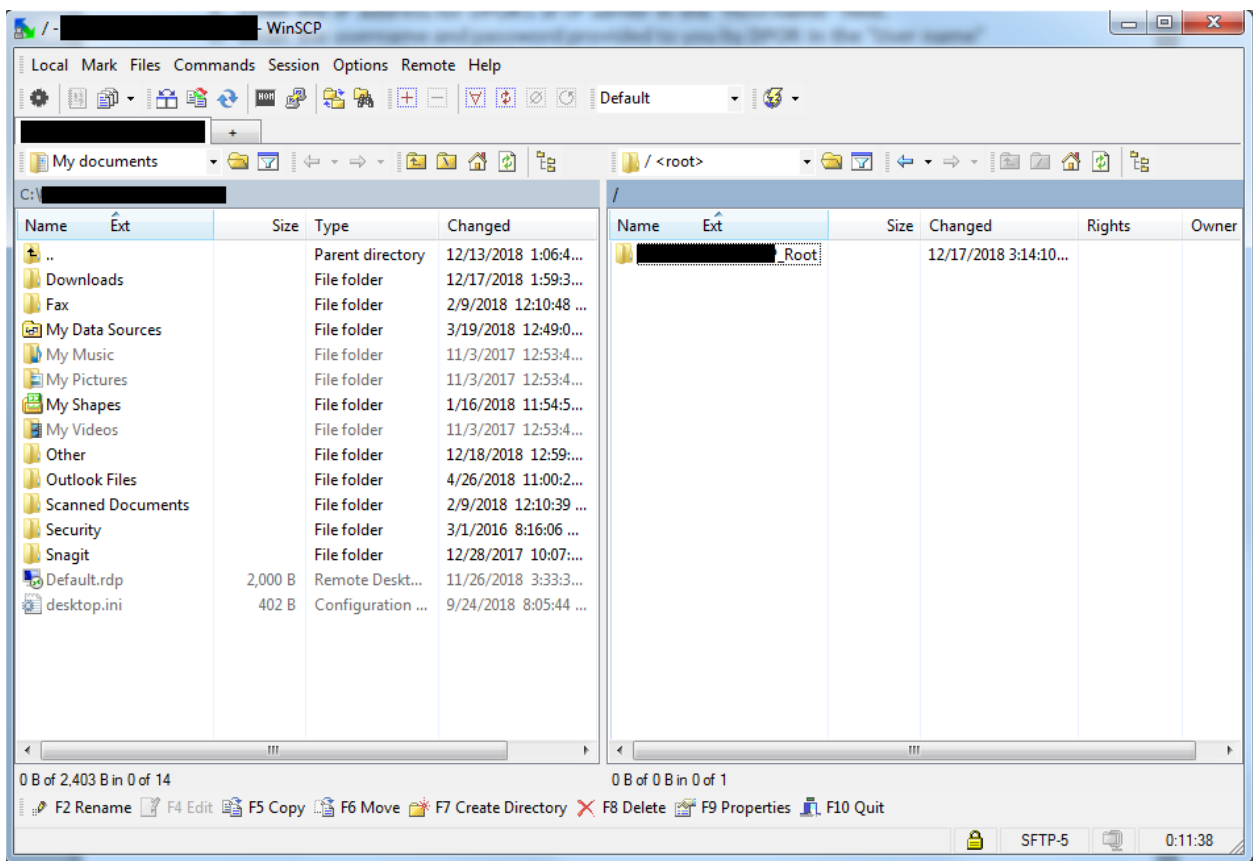
7. If this is the first time connecting to the DPOR SFTP server, WinSCP will warn you that the server's host key is not found in the cache. Click Yes to proceed.



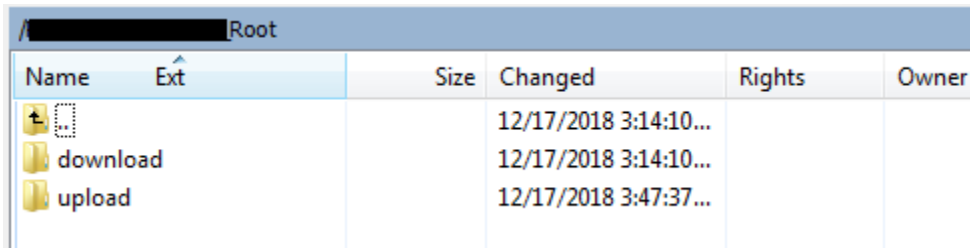
8. Please read the Authentication Banner Notice and Warning. After you read and understand, you can check "Never show this banner again" and then click Continue to proceed.




9. Upon successful login, you will be at your / <root> directory. Find the folder named ***_Root and double-click to open it.



10. There will be an "upload" and "download" folder to both send files to and receive files from DPOR. You can send files by dragging and dropping them into the "upload" folder, and to receive a file from DPOR, you can copy it from the "download" folder.




| Name | Ext | Size | Changed | Rights | Owner |
|---|-----|------|-----------------------|--------|-------|
|  | | | 12/17/2018 3:14:10... | | |
| download | | | 12/17/2018 3:14:10... | | |
| upload | | | 12/17/2018 3:47:37... | | |

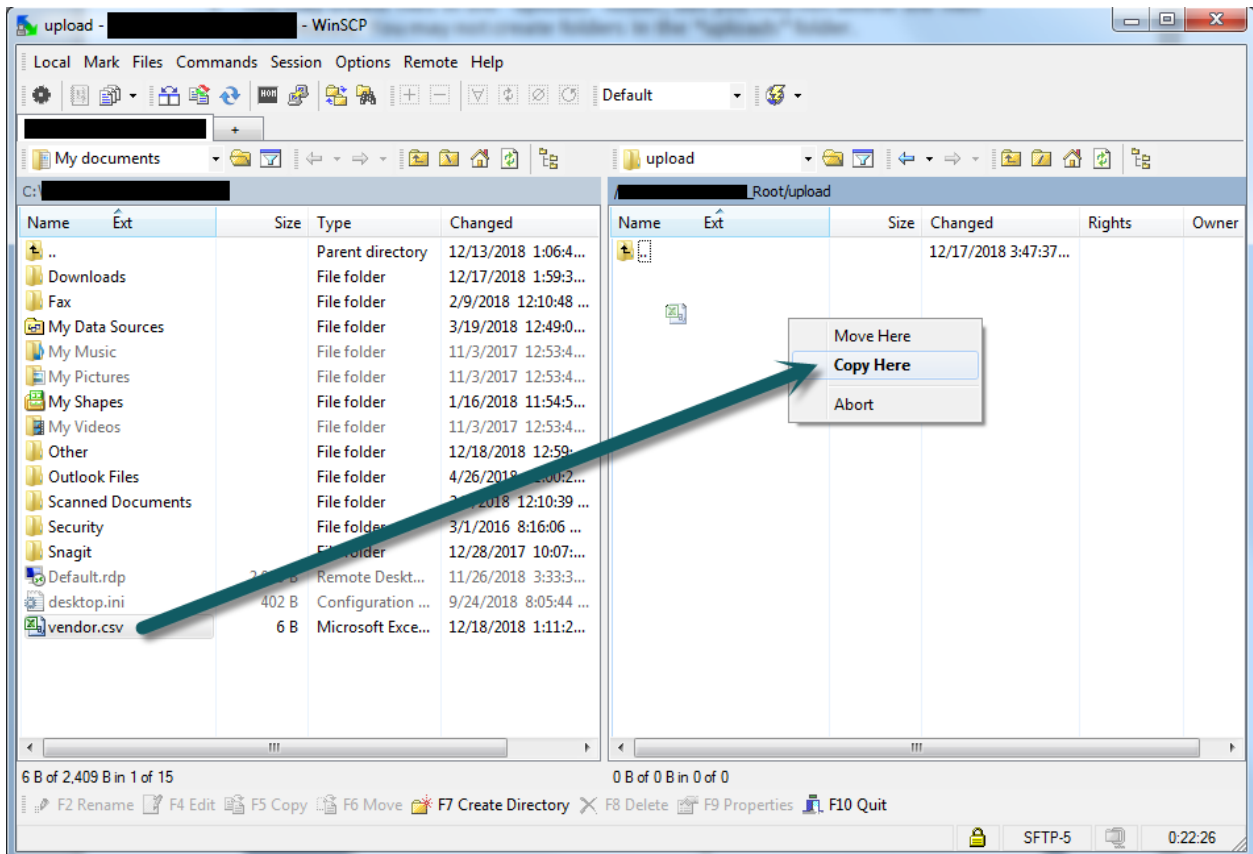
- You may delete files from the "download" folder after you have saved a copy.
- You may create files in the "upload" folder, but you may not delete the files you created. You may not create folders in the "upload" folder.

Sending files to DPOR

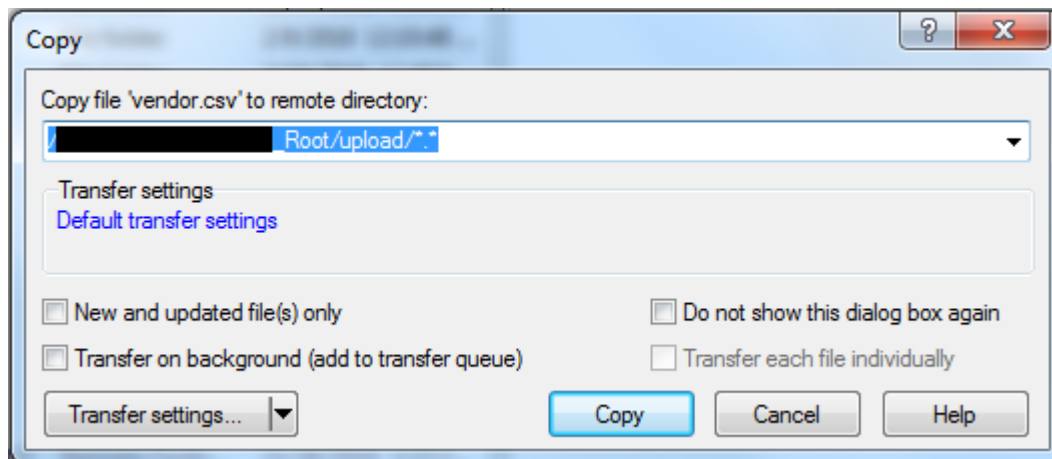
The most common thing you will do is send files to DPOR. You can send files by dragging them from your computer into the upload folder. These instructions assume you have already connected to the DPOR SFTP site and you are currently at your / <root> directory.

11. Double-click on the "upload" folder.

12. Drag the file you want to upload from your computer into the "upload" folder and click **Copy Here**. Make sure you drag onto the white space; **do not** place the file onto the parent folder shortcut [] or you will get an error.



13. At the Copy confirmation window, you can check “Do not show this dialog box again” and then click **Copy**. You may see a Copy progress window if the file is large. After the file is copied, it will appear in the upload folder.



Receiving files from DPOR

You can retrieve files from the DPOR SFTP site by dragging them from the "download" folder to your computer. These instructions assume you have already connected to the DPOR SFTP site and you are currently at your / <root> directory.

14. Double-click on the "download" folder.

15. Drag the file you want to copy from the "download" folder to your computer.

16. You may see a copy progress dialog if the file is large.

Getting Help

If you need help with the SFTP process, please [contact the Board](#) to which you provide services. The Board will route your request to the appropriate DPOR technical resource.